

# TOWN OF TIVERTON, RHODE ISLAND

## POSITION DESCRIPTION

Class Title: Truck Driver/Laborer  
Department of Public Works  
Division:  
Date: May 15, 2024

Job Code Number  
Grade Number  
Union:  
Location:

### GENERAL PURPOSE

Performs a variety of semi-skilled maintenance work, and operates a variety of equipment in the construction, operation, repair, maintenance, and replacement of Town streets, storm drainage facilities, systems and Town owned facilities on which Department of Public Works may work.

### SUPERVISION RECEIVED

Works under the supervision of the Lead Man or another higher ranking Public Works employee, and under the overall direction of the Director of Public Works.

### SUPERVISION EXERCISED

None generally. May serve as a lead worker over lower level maintenance workers.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

Assists with the planning, scheduling and implementation of construction, maintenance, and operation and construction activities designed to provide quality street and drainage service for the Town.

Assist in the training of other employees performing the duties of maintenance, construction and repair done by DPW.

Inspects and/or repairs streets, drainage systems and sewer system at frequent intervals to insure that all aspects of the systems are functioning properly.

Responds to complaints regarding public works related areas of responsibility, evaluates situation; explains findings to supervisor.

Insures the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use.

Drive trucks of various sizes and weights in the loading, hauling and unloading of various equipment and construction materials.

Performs routine inspection and preventive maintenance on assigned equipment and refers defects or needed repairs to supervisor and/or head mechanic, cleans equipment.

Performs all duties in conformance to appropriate safety and security standards.

Performs required labor involved in construction and maintenance projects as part of a crew, including pavement cutting, ditch digging, catchbasin/manhole and line cleaning, main and pipe repair, laying and backfilling.

Plows and sands Town roads during periods of inclement weather.

Operates a variety of power, construction and maintenance equipment and vehicles used in the Department of Public Works.

#### PERIPHERAL DUTIES

Serves on various employee or other committees as assigned.

#### DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- A. Graduation from high school or GED equivalent, and
- B. Class "A" or "B" Commercial Driver's License, and
- C. Four (4) years of experience relating to construction, maintenance, or repair, heavy equipment operation, or
- D. Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- A. Considerable knowledge of equipment, facilities, materials, methods and procedures used in maintenance, construction and repair activities;
- B. Skill in operation of some of the listed tools and equipment.
- C. Ability to perform heavy manual tasks for extended periods of time; Ability to work safely; Ability to communicate effectively verbally and in writing; Ability to establish and maintain effective working relationships with employees, other departments and the public; Ability to understand and carry out written and oral instructions.

#### SPECIAL REQUIREMENTS

Valid Class "A" or "B" Commercial Driver's license (CDL) or the ability to obtain one within six (6) months. Hoisting Engineers License for backhoe, front-end loader and other DPW equipment is desirable.

### TOOLS AND EQUIPMENT USED

Common hand and power tools, shovels, wrenches, detection devices, chippers, chain saws, dump trucks, mobile radios or telephones and other tools and equipment ordinary to the construction trade.

### PHYSICAL DEMANDS

The physical demands described here are representative but not necessarily all inclusive of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 40 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### WORK ENVIRONMENT

The work environment characteristics described here are representative but not necessarily all inclusive of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in all types of outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually moderately loud to loud.

SELECTION GUIDLELINES

Formal application, rating of education and experience; oral interviews, references check and job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Supervisor Approval: \_\_\_\_\_  
Director  
Department of Public Works

Appointing Authority Approval: \_\_\_\_\_  
Town Administrator

Acceptance: \_\_\_\_\_  
Truck Driver/Laborer

Effective Date: November 1, 1998

Revision History:

November 30, 2005 - Changed title, date, spelling of Lead Man, Supervisor name, Appointing Authority name, added Acceptance line for employee, added page numbers.

November 2017 – changed Supervisor Name, Appointing Authority Name, added Class designation to CDL Requirement.

October 22, 2019 – removed division title, changed date, deleted paragraph on page two (2) stating “assists in training of lower level employees”, added a comma after the word power, and added the words “and vehicles” and “Department of Public Works” to last paragraph under Essential Duties and Responsibilities. Topic - Special Requirements:

added the words “or ability to obtain one within six (6) months” and “and other DPW equipment”. Topic – Tools and Equipment Used: corrected spelling of chipper, added an “s” to radio, added the words “or” and “and equipment”. Topic – Physical Demands: added the words “but not necessarily all inclusive” to the first paragraph. Topic – Work Environment: added the words “but not necessarily all inclusive” to the first paragraph, and added the words “all types of” to the second paragraph. Topic – Selection Guidelines: added the words “omission of specific statements of duties does not exclude them from the” in the second paragraph. Changed Supervisor Name and Appointing Authority Name.

November 12, 2019 – changed date, made clarifications on General Purpose work description and on Essential Duties ( work done by DPW) 2<sup>nd</sup> & (construction materials) 6<sup>th</sup> paragraph, changed Physical Demands to 40 lbs. in 4<sup>th</sup> paragraph, added moderately loud to in Work Enviro, cleaned up commas on Selection Guidelines 1<sup>st</sup> paragraph

June 7, 2021 – modified signatory lines

May 15, 2024 – modified union line